

Information Management: Publishing and Printing
PUBLISHING AND PRINTING MANAGEMENT

Effective 1 October 2002

Summary. This regulation prescribes responsibilities, policies, and procedures for preparing, publishing, managing, distributing, printing, and requisitioning U.S. Army Network Enterprise Technology Command/9th Army Signal Command (NETCOM/9th ASC) administrative publications and forms. It establishes NETCOM/9th ASC policies and procedures for maintaining Department of the Army (DA) publications subscription accounts, and establishes acceptable printing standards within NETCOM/9th ASC organizations.

Supplementation. This regulation may not be supplemented without prior approval of Commander, U.S. Army NETCOM/9th ASC, 2133 Cushing Street, Suite 2501, Fort Huachuca, AZ 85613-7070.

Suggested Improvements. The proponent of this regulation is the Assistant Chief of Staff (ACofS), G1, NETCOM/9th ASC. Changes, including deletions and additions, should be submitted on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, NETCOM/9th ASC, 2133 Cushing Street, Suite 2501, Fort Huachuca, AZ 85613-7070.

Distribution. This regulation is intended for unrestricted electronic dissemination to NETCOM/9th ASC organizations and is available on the NETCOM/9th ASC intranet site at <https://netcom-intranet.army.mil>.

FOR THE COMMANDER:

BILLY J. ADAMS
COL, GS
Chief of Staff

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NETCOM Reg 25-30

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SECTION I - GENERAL

1. Purpose and Applicability. Command administrative publications apply only to the issuing command or organization (and its subordinate organizations, when applicable) and have no application to other commands in the Army or to elements in other departments or government agencies. This regulation –

- a. Prescribes NETCOM/9th ASC policy for publishing and printing not specifically described in AR 25-30.
- b. Prescribes policy and procedures for preparing, managing, and requisitioning command administrative publications and forms issued by NETCOM/9th ASC and its subordinate organizations.
- c. Is not intended to conflict with any Department of the Army (DA) or higher headquarters publication; however, if discrepancies exist, the higher headquarters' policies and procedures apply.

2. References. Required and related publications are listed in appendix A.

3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this regulation are in the glossary.

4. Dissemination of Policy.

a. New or changed NETCOM/9th ASC policy will be disseminated in command administrative publications except for –

(1) Memorandums signed by commanders/directors which express their personal views on a subject. These memorandums will –

- (a) Remain in effect indefinitely after change of command unless superseded or rescinded.
- (b) Be reviewed within 120 days after a change of command.
- (c) Have a subject which begins with the phrase “Policy For” followed by the subject area.
- (d) Not be numbered.

(2) Memorandums and electronic mail (e-mail) that are issued as an interim measure pending issue of a command administrative publication or contain short term policy which will be in effect 1 year or less. These memorandums or e-mail will –

- (a) Contain an expiration date of 1 year or less.
- (b) State if the policy is permanent. When it is permanent, the type and number of the command directive in which the policy will later be published will also be included.
- (c) Have a subject which begins with the phrase “Policy For” followed by the subject area.
- (d) Not be numbered.

b. NETCOM/9th ASC commanders/directors will establish local procedures for the control and dissemination of memorandums, messages, and e-mail that contain policy.

5. Publishing Policy.

a. All NETCOM/9th ASC and subordinate activity command administrative publications will be published in the most economical means consistent with the purpose of the publication. Elimination or reduction of paper copy as much as possible is encouraged by use of electronic technologies. Unclassified, non-sensitive command administrative publications will be made electronically available to NETCOM/9th ASC organizations using an approved intranet site.

b. NETCOM/9th ASC headquarters staff elements and subordinate organizations will retain only the absolute minimally required publications. Staff principals and commanders/directors will regularly review existing publications for which they are the proponent with the intent of combining them with other publications or rescinding those that are not essential.

c. Information contained in NETCOM/9th ASC supplements to rescinded or superseded Army regulations will be written in other appropriate media or as a new publication, if necessary, immediately upon rescission or supersession of the supplemented regulation.

SECTION II - RESPONSIBILITIES

6. Publishing Program. The ACofS, G1, will administer publishing management programs for NETCOM/9th ASC including –

- a. Establishing and issuing command administrative publishing management policy and procedures.
- b. Conducting periodic reviews of command administrative publications and forms at least every 18 months.
- c. Maintaining the record set and centralized instruction background files of all HQ, NETCOM/9th ASC command administrative publications and forms in accordance with (IAW) AR 25-400-2.
- d. Ensuring command administrative publications comply with AR 25-30, DA Pam 25-40, and this regulation.
- e. Providing guidance and assistance to HQ, NETCOM/9th ASC staff elements for managing publications subscription accounts with the U.S. Army Publishing Agency (USAPA) (DA Form 12-R) IAW AR 25-30 and DA Pam 25-33. This includes approving and reviewing all requests to close, change, or for new publications subscription accounts. All DA Forms 12-R from HQ, NETCOM/9th ASC staff elements will be submitted through the ACofS, G1.
- f. Providing editorial services for HQ, NETCOM/9th ASC staff elements in preparation of command administrative publications, and ensuring publications conform to the policies in AR 25-30 and meet the requirements for each type of publication.
- g. Providing initial printing and distribution, if required, of command administrative publications and forms for which the HQ, NETCOM/9th ASC staff is proponent.

7. Publishing Manager. The Publishing Manager, ACofS, G1 will –

- a. Assist proponents in the preparation of command administrative publications and forms.
- b. Edit all command administrative publications and forms generated by HQ, NETCOM/9th ASC staff elements to meet the requirements of AR 25-30 and this regulation.
- c. Prepare edited publications for electronic and/or printed media, as appropriate.

8. HQ, NETCOM/9th ASC Staff Principals/Proponents. HQ, NETCOM/9th ASC staff principals/publications proponents will –

- a. Ensure their existing publications are essential and current by reviewing publications for which they are the proponent at least every 18 months, or when determined by the ACofS, G1.
- b. Prepare, change, or revise command administrative publications for assigned functional areas, ensuring conformance with AR 25-30, DA Pam 25-40, and this regulation.
- c. Determine appropriate target audience and minimum essential distribution.
- d. Determine to what extent subordinate organizations may supplement their regulations (i.e., prohibit, limit, or require), and include that level in the supplementation statement on the title page of their regulations.
- e. Review subordinate organization supplements to determine what requirements should be included in NETCOM/9th ASC supplements or regulations. This review reduces the need for local supplementation and helps standardize policy and procedures throughout NETCOM/9th ASC.
- f. Obtain HQ DA proponent approval to supplement regulations when required and allowed by the supplementation statement in the basic regulation.

g. Coordinate all new or revised publications with appropriate staff elements and subordinate organizations, and resolve any problems.

h. Review their publications subscription accounts with USAPA annually and submit all requests for changes to, or requests for new publications subscription accounts (DA Form 12-R) through the ACoS, G1.

9. NETCOM/9th ASC Commanders/Directors. NETCOM/9th ASC commanders/directors will –

a. Develop procedures for managing their organization’s administrative publications and forms IAW AR 25-30 and this regulation. Procedures will cover approval of need, writing, staffing, editing, approval, authentication, printing, distributing, stocking, reviewing, and revising.

b. Request publishing management assistance from the ACoS, G1, when required.

c. Publish an index of publications and forms at least once a year or maintain a “living” index on an approved intranet site.

d. Obtain guidance and assistance for managing publications subscription accounts with USAPA (DA Form 12-R) IAW AR 25-30 and DA Pam 25-33 from their servicing installation Directorate of Information Management (DOIM).

SECTION III – PLANNING PUBLICATIONS

10. Choosing the Type of Publication. The type of publication chosen dictates how the proponent prepares the material for publication. The proponent chooses the medium based on guidance in AR 25-30, DA Pam 25-40, and this regulation.

a. The first step is to choose the type of publication to issue. Each type has a different use. The proponent must decide which type suits the material to be presented based on its intended purpose and audience. To do this, the proponent must determine –

(1) The intended treatment of the material. Will it be directive, informational, or reference?

(2) How long the publication will be in effect. Will it be permanent or temporary?

(3) The target audience. Will it be for HQ, NETCOM/9th ASC only, or is it intended for NETCOM/9th ASC-wide use?

b. The second step is to decide whether to add the material to an existing publication or prepare a new publication.

(1) Determine what series title describes the subject of the material to be published (DA Pam 25-40).

(2) Research DA Pam 25-30 and the list of NETCOM/9th ASC publications on <https://netcom-intranet.army.mil> to determine if publications exist in the series chosen. Review all publications that seem closely related to the material to determine if the material can fit into one of them. If it can, have the proponent publish a revision to that publication. If it cannot, prepare a new publication. Consolidate publications whenever possible.

(3) If an Army regulation or NETCOM/9th ASC regulation exists on the material to be published, determine if supplementing the regulation is sufficient to add and disseminate applicable local policy and procedures.

11. Supplements to Regulations. A supplement to a regulation is the primary medium authorized to provide staff elements and subordinate commanders/directors with additional instructions needed to implement an Army regulation (or NETCOM/9th ASC regulation, if a NETCOM/9th ASC subordinate organization). Supplements cannot supersede, change, or rescind any portion of regulations.

- a. A regulation may only be supplemented as stated on its title page.
- b. Limit the contents of the supplement to vital information not included in the regulation. Supplements usually consist of local policies and procedures that are in addition to information contained in the basic regulation and higher headquarters supplements.
- c. When a regulation is superseded or rescinded, all of its supplements are rescinded.
- d. A request to supplement will be forwarded through the appropriate Publishing Manager to the proponent of the regulation.

12. Regulations. Regulations are permanent directives and are effective until superseded or rescinded.

- a. Confine each regulation to a single subject.
- b. Use a regulation to –
 - (1) Establish policy.
 - (2) Assign mission responsibilities.
 - (3) Delegate authority.
 - (4) Establish objectives.
 - (5) Prescribe detailed procedures to ensure basic policies are accomplished uniformly throughout the command.
 - (6) Prescribe local forms.

13. Circulars. Circulars are temporary publications that are directive and/or informational. They expire 2 years after their date of issue or earlier, if necessary. Use circulars to publish –

- a. Instructions for one-time actions that apply command-wide, to include forms. A form established by a circular becomes obsolete when the circular that prescribes it expires.
- b. General information or policies and procedures that will be in effect for 2 years or less.

14. Memorandums. Memorandums, like regulations, are –

- a. Permanent until superseded or rescinded.
- b. Apply only to the headquarters element of the issuing organization.
- c. Establish policies, responsibilities, and administrative procedures.
- d. May be used to publish recurring and special forms and reports.

15. Pamphlets. Pamphlets are permanent instructional or informational publications that apply command or organization-wide and are effective until superseded or rescinded. Do not use a pamphlet to prescribe policies responsibilities.

16. Posters. Posters provide guidance, instruction, or information on a single subject through use of an illustration and a minimum of words. Only one poster on any one subject will be published in any quarter. Posters will be –

- a. Simple, direct, and follow standards of good taste.
- b. Distributed electronically only unless otherwise approved by the Publications Manager, ACofS, G1.

17. Bulletins.

a. Bulletins provide information that applies throughout the command and are used to publish short-term policy (not to exceed 1 year), remind the command of current policy, and make general announcements.

b. HQ, NETCOM/9th ASC staff element principals are authorized to publish a quarterly (electronic only) numbered functional bulletin relating to their particular area of responsibility. These bulletins may be signed by the appropriate staff principal, but must be given editorial release by the Publishing Manager, ACofS, G1 before publishing.

18. Standing Operating Procedures. A documented standing operating procedure (SOP) is not considered a command administrative publication; however, it is included in this regulation because it is a widely used medium at all levels of organization to document local functional procedural information.

a. SOPs may be used when the information to be disseminated documents procedures only, does not establish policy, and the intended audience is specific to a narrow focus; i.e., a procedure for an office or group of personnel accomplishing a specific task or function.

b. SOPs should take on a format that fits the need and ease of readability of the intended audience. When possible, match SOP formats to the publications most often used by the audience or to the publications the SOP is accompanying. For instance, if the audience primarily uses technical publications that have a standard format, match the SOP format to the majority of the technical publications used, if possible.

SECTION IV – PREPARING PUBLICATIONS

19. Designing Publications.

- a. AR 25-30 and DA Pam 25-40 describe the format, design, and required components of a publication.
- b. This regulation may be used as a template for preparing and designing NETCOM/9th ASC publications.

c. NETCOM/9th ASC command administrative publications will normally be prepared using Times New Roman 10-point font for ease of readability and paper economy if the publication is to be printed. Bulletins and posters may be prepared in a style and font that best emphasizes the topic of the publication.

d. Covers or cover pages are not authorized for NETCOM/9th ASC publications except when special emphasis regarding its content is required or when necessary for physical protection of the publication. The Publishing Manager will make this determination.

20. Publication Preparation Procedures. Table 1 lists a sequence of events in preparing HQ, NETCOM/9th ASC command administrative publications.

Table 1. PUBLICATION PREPARATION PROCEDURES	
PROPONENT	<ol style="list-style-type: none"> 1. Researches and writes publication. 2. Coordinates publication with HQ, NETCOM/9th ASC staff elements and subordinate organizations, if applicable. 3. Incorporates comments from coordination and prepares a “best effort” publication. This will NOT be a rough draft. 4. Determines distribution requirements, if other than all NETCOM/9th ASC. 5. Requests editorial review and forms approval from the Publishing Manager, ACofS, G1 via electronic mail.
PUBLISHING MANAGER	<ol style="list-style-type: none"> 1. Edits draft to comply with AR 25-30 and this regulation. Reformats where necessary. 2. Verifies references, figures, tables, paragraph numbering, and distribution. 3. Ensures forms, reports, and Privacy Act requirements are identified. 4. Determines if publication is appropriately written and in the active voice. 5. Assigns the publication and form numbers. 6. Returns publication to the proponent for any additional corrections and review.
PROPONENT	<ol style="list-style-type: none"> 1. Reviews edited publication, makes additional corrections, if required. 2. Coordinates formally, if required. 3. Prepares final draft and submits to Publishing Manager. 4. Requests final editorial release from Publishing Manager.
PUBLISHING MANAGER	<ol style="list-style-type: none"> 1. Performs final edit. 2. Provides editorial release to proponent if no further corrections are required. 3. Provides final paper copy to proponent for inclusion in decision paper for Chief of Staff signature.
PROPONENT	<ol style="list-style-type: none"> 1. Reviews edited publication. 2. Prepares decision paper IAW FM 101-5 and this regulation for Chief of Staff approval of publication and signature. 3. Gives the signed publication and ALL background correspondence, e-mail messages, and coordination files to the Publishing Manager.
PUBLISHING MANAGER	<ol style="list-style-type: none"> 1. Forwards electronic version of publication to HQ Comdt for inclusion on intranet/extranet, as applicable. 2. Arranges printing and distribution of publication if publication is not appropriate for electronic dissemination or special distribution is required.

21. Approval and Signature.

a. The NETCOM/9th ASC Chief of Staff (CofS) is the approval and signature authority for all NETCOM/9th ASC command administrative publications generated by HQ, NETCOM/9th ASC staff elements unless otherwise prescribed in this regulation.

b. Proponents will prepare a decision paper IAW FM 101-5 to secure Chief of Staff approval and signature. The decision paper package will include the –

- (1) Decision paper.
- (2) Signature ready copy of the publication as enclosure 1.
- (3) Editorial release obtained from the Publishing Manager, ACofS, G1.

c. Posters do not contain a signature, but require a number and release by the Publishing Manager, ACofS, G1 before publishing.

d. Signature authority for functional bulletins is further delegated to staff element principals. Functional bulletins require a release by the Publishing Manager, ACofS, G1 before publishing.

22. Changes to Publications. Changes to NETCOM/9th ASC publications are not authorized when the publication is published electronically. If a publication requires a significant change, it will be revised to incorporate the changed information.

23. Rescinding Publications and Forms.

a. If the policy prescribed by a NETCOM publication becomes obsolete, the proponent of the prescribing publication will send the Publishing Manager a request to rescind that publication.

(1) Before requesting a rescission, proponents must ensure all of the policy in the publication is no longer needed. If some of the policy needs to remain in effect, the Publishing Manager will help the proponent determine how best to publish that policy in another publication. Parts of publications cannot be rescinded. They can, however, be deleted by revising the publication.

(2) When a publication is rescinded, all forms and reporting requirements prescribed by the publication are also rescinded. If a form or reporting requirement in a rescinded publication is still needed, the Publishing Manager will advise the proponent to publish a new prescribing directive or revise an existing publication to incorporate the requirement.

b. If a regulation is rescinded or superseded, all supplements to that regulation are rescinded. Proponents will regularly check publications indexes to ascertain the status of regulations they have supplemented.

c. Circulars, posters, and bulletins are automatically rescinded upon their expiration date and may be rescinded sooner.

d. When a publication is rescinded, all forms and reports prescribed by it are also rescinded.

e. Proponents will notify the Publishing Manager when rescinding a publication so publications indexes can be updated. Provide the publication number, title, and effective date to be rescinded.

SECTION V – PUBLICATIONS AVAILABILITY

24. Distributing NETCOM/9th ASC Publications.

a. NETCOM/9th ASC administrative publications will be made available on NETCOM/9th ASC intranet and extranet sites, as applicable, when the publication is published electronically.

b. Initial distribution of HQ, NETCOM/9th ASC command administrative publications will be made by the Publishing Manager, ACoS, G1, IAW the distribution requirement determined by the proponent for publications that cannot, for reason of classification or sensitivity, be published electronically.

c. The Publishing Manager will either distribute by electronic mail, or print and distribute sufficient copies of the publication to meet the distribution requirements determined by the proponent (if printing is required) to organizations physically located at different installations or where intranet/extranet access to NETCOM/9th ASC publications is not available.

25. Requisitioning NETCOM/9th ASC Publications. Requests for paper copies of NETCOM/9th ASC command administrative publications and forms will be submitted on DA Form 17 (Requisition for Publications and Blank Forms) or by e-mail and addressed to the proponent of the publication or the ACoS, G1, ATTN: Publishing Manager. Most NETCOM/9th ASC publications and forms are available electronically on the NETCOM/9th ASC intranet site at <https://netcom-intranet.army.mil>.

26. Publications and Forms Distributed by USAPA. Most DA and other government agency electronic publications and forms are available from the USAPA public Internet site at <http://www.usapa.army.mil>. If a publication is not available electronically, publications subscription account holders may requisition publications by following the instructions available at the site.

SECTION VI - FORMS MANAGEMENT

27. Forms Policy.

a. The use of forms generated within NETCOM/9th ASC will be prescribed by a DA or NETCOM/9th ASC numbered publication.

b. All forms generated and used by HQ, NETCOM/9th ASC staff proponents will be reviewed and approved by the Publishing Manager, ACoS, G1, before inclusion in a NETCOM/9th ASC publication.

c. As prescribing directives are developed, forms generated within NETCOM/9th ASC will be labeled according to the basic number of that directive. For instance, if a form is prescribed by this regulation, its form number would be **NETCOM Form 25-30-1**.

d. Only authorized forms will be approved for printing, reproduction, or issue. A reproducible master copy of each form will appear at the end of the publication that prescribes or directs its use.

e. Forms that request or require an individual to provide personal information, including but not necessarily limited to such information as home address and social security account number, must contain an appropriate Privacy Act Statement approved by the Staff Judge Advocate.

f. New and revised forms issued at all levels will be designed and created to be completed using computer software without disrupting the design of the form.

g. All forms will be designed to be locally reproducible except those that require –

(1) A set of copies, some of which are different.

(2) Printing as a stack or in pads.

28. Staff Element Forms. Staff element forms originate within a staff element, are intended only for use by that organization, and must be approved by the Publishing Manager, ACofS, G1. They are labeled as **NETCOM G1 Form 25-30-1**, for instance.

29. HQ NETCOM Forms. HQ NETCOM forms originate within a headquarters staff element and are intended for use by headquarters staff elements. They are labeled as **HQ NETCOM Form 25-30-1**, for instance.

30. NETCOM Forms. NETCOM forms originate within the headquarters and are intended for use by the entire command. They are labeled as **NETCOM Form 25-30-1**, for instance.

SECTION VII – PRINTING

33. Color Printing. Printing and self-service copying will adhere to the requirements contained in AR 25-30. Items that promote Army organizations and programs, and items that affect morale should be produced in color if the use of color enhances its use and perception of the program (examples are public affairs, recruitment and retention, equal opportunity, etc.).

34. Self-Service Copying. NETCOM/9th ASC organizations will avail themselves of printing and self-service copying services provided by the DOIM for the installation on which they are tenant. This includes reviewing DOIM-initiated cost benefit analyses before engaging in separate self-service copier contracts.

35. Letterhead Stationery.

a. Pre-printed letterhead stationery is no longer authorized. Letterhead stationery is only authorized to be computer generated. HQ, NETCOM/9th ASC staff elements will use the standard letterhead stationery at <https://netcom-intranet.army.mil>.

b. Letterhead stationery bearing the DOD seal is authorized down to separate battalion level organizations headed by a commander in the grade of Lieutenant Colonel or above, or a civilian in the grade of GS-15 or above.

36. Memo Pads. Memo pads bearing the title of the staff principal or office are not authorized for use.

APPENDIX A

REFERENCES

AR 25-1	The Army Information Resources Management Program
AR 25-30	The Army Publishing Program
AR 25-50	Preparing and Managing Correspondence
AR 25-400-2	The Army Modern Recordkeeping System (MARKS)
AR 310-25	Dictionary of United States Army Terms (Short Title: AD)
AR 310-50	Authorized Abbreviations, Brevity Codes, and Acronyms
AR 340-21	The Army Privacy Program, as supplemented
AR 380-5	Department of the Army Information Security Program
DA Pam 25-30	Consolidated Index of Army Publications and Blank Forms
DA Pam 25-31	Forms Management, Analysis, and Design
DA Pam 25-33	User's Guide for Army Publications and Forms
DA Pam 25-40	Administrative Publications: Action Officers Guide
FM 101-5	Staff Organization and Operations
DA Form 17	Requisition for Publications and Blank Forms
DA Form 2028	Recommended Changes to Publications and Blank Forms

GLOSSARY

SECTION I – ABBREVIATIONS

ACofS

Assistant Chief of Staff

AR

Army Regulation

DA

Department of the Army

DOIM

Directorate of Information Management

HQ

headquarters

DA

Department of the Army

IAW

in accordance with

SOP

standing operating procedure

NETCOM/9th ASCNetwork Enterprise Technology Command/9th Army Signal Command**USAPA**

U.S. Army Publishing Agency

SECTION II – TERMS

Active voice

A form of writing which speeds communications and helps the reader understand more easily what is said. Active voice improves the effectiveness of the publication by identifying who or what organization is required to take prescribed actions. *See “passive voice.”*

Administrative publications

Publications that establish or explain policies and procedures for management of missions and functions.

Passive voice

A form of writing in which a verb combination uses any form of “to be” plus the past participle of a main verb (such as *am, is, are, was, were, be, being, been*), plus a main verb usually ending in *en* or *ed* (for example, *were completed, is requested*). Eliminating the passive voice as much as possible reduces the number of words in a sentence and ultimately reduces the size of the publication. *See “active voice.”*

Proponent

Generally speaking, the agency responsible for writing and issuing a publication is the proponent; specifically, the person within that agency who writes the publication is also the proponent.

Publications Subscription Account

A numbered subscriber account established for distributing an agency’s publications to subscribers of publications and forms. Accounts are established by organizations based on the distribution, scope, or classification of their publications. The U.S. Army Publishing Agency (USAPA) is the distributor of DA administrative publications. Anyone ordering publications from USAPA must be assigned a publications subscription account number.

Series

The overall type and numbering of the publication or form. Refer to DA Pam 25-40 for more information on what series and number to use.

Supplementation

Guidance issued by an agency or command to explain or direct the execution of a higher headquarters policy or procedures at the agency or command level.